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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

January 16, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 9

Supplement A

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Correspondence with the British Food Mission and The Government Purchasing Commission of the Soviet Union

Due to the importance of the correspondence between the F.D.A. and the British Food Mission, and between the F.D.A. and the Government Purchasing Commission of the Soviet Union, there has been established by the Office of the Director, a system for recording and expediting the handling of such communications.

In order that the Special Commodities Branch may efficiently dispatch responsibilities assigned in connection with the furtherance of this system within the branch, the instructions outlined below will be followed throughout the branch in recording and handling these communications:

A. Incoming

1. Receipt

All BFM and Russian letters will be received, in triplicate by the Chief, Authorities and Procedures Section, Program Development Division. A numerical series is provided at the point of origin for each type of letter. Any particular letter is identifiable by this number, i.e. Letter No. BFM/FDA 500.

2. Routing and Recording

The letters will be recorded on Tickler Card Form SCB-8 (Copy attached) in duplicate. Upon receipt by the Authorities and Procedures Section, the letters will be routed to the appropriate division chief or chiefs. Extra copies will be obtained if necessary.

One copy of the letter will then be filed in an indexed reference binder in numerical order.

One copy of the Tickler Card will be filed in a tickler file by expected date of reply, which shall not exceed five days from date of receipt in the branch as shown in box marked "action date."

The remaining two copies of the letter and the second copy of the record card will then be transmitted to the office of the proper division chief.

Here one copy of the letter will be routed to the custodian of the commodity books for classification and insertion in the correct position in the commodity book or books. The other copy of the letter will be transmitted to the Marketing Specialist who will formulate the reply. Notation of routing will be made on the record card and it will be filed in a manner identical to the system used by Authorities and Procedures Section.

A daily check will be made on all letters which are due or overdue as shown by the "action date."

If existing circumstances prevent complete reply within the allotted time, an acknowledgment will be prepared giving adequate explanation for the delay and probable date of reply. In these instances the record cards will be moved forward, in each of the files as outlined above, to the new date of anticipated action.

B. Outgoing

1. Preparation of Reply

Replies to the above mentioned types of correspondence shall be prepared by the interested Marketing Specialist in strict accordance with the style outlined in the attached "Specimen Letter." It will be noted that previous requirements for dating and number of copies have been changed. None of the rules outlined are flexible and no deviations in form are permitted.

The dictator should endeavor in all instances to include all requested information, clearly and concisely presented. Due to the extensive channeling required for this correspondence, letters dealing in generalities or tending towards evasiveness will cause unnecessary loss in time and effort. Every effort should be made to offer constructive suggestions, to recommend proper economies or efficient methods, procedures, packages etc.

After preparation, one copy of the reply will be inserted in the commodity book with the copy of the incoming letter already filed.

2. Routing for Approval

- a. The original and three copies of all replies to mission Letters, as prescribed in the "Specimen Letter" together with copy of incoming letter received by the dictator, shall be forwarded to the office of the division chief.
- b. In this office, the record card will be removed from the tickler file, date of reply noted, and marked "Suspension." The division chief will approve form and content, initial the first white tissue copy and forward to the Authorities and Procedures Section.

c. In the Authorities and Procedures Section, the record card will be removed from "Tickler" and placed in "Suspense" as outlined for the division file. The chief of the section shall remove one copy, to be placed in the reference book with the copy of the incoming, initial the first tissue copy, and route the letter through the following channels for approval and initialing:

- (1) Office of Chief of Program Development Division
- (2) Office of the Assistant Chief of Branch
- (3) Chief of Branch

3. Final Clearance

The letter will receive final approval for the Administration, be assigned the proper number from the numerical series established by the Food Distribution Administration as: F.D.A. Letter No. 400 and dispatched by messenger.

One tissue copy will be returned to the Authorities and Procedures Section, where the F.D.A. number will be placed on the copy of the reply retained in the reference binder maintained in that section.

The record card will be removed from "Suspense" F.D.A. number noted thereon, and filed in file marked "Answered." The copy of the reply will then be forwarded to the custodian of the commodity books who will insert the approved copy in place of the tentative copy already filed in the commodity book.

C. Summary

In brief, the flow of incoming and outgoing Mission Letters is as follows:

Incoming

1. Authorities and Procedures Section (records)
2. Commodity Division (records and distributes)
 - a. Commodity Book (file)
 - b. Marketing Specialist (reply)

Reply

1. Dictator (preparation)
 - a. One copy to commodity book (file)
2. Division Chief (Approval and records)
3. Authorities and Procedure Section (records)
4. Chief Program Development Division (approval)
5. Assistant Chief of Branch
6. Chief of Branch

Letters referring to commodities which are handled by more than one branch shall be routed and recorded as outlined above. However, the instructions for preparation as contained in the "Specimen Letter" shall be ignored.

Supplanting this form will be a memorandum in regular form, as prescribed by the Department of Agriculture Style Manual, prepared for the signature of the Chief of the Branch and addressed to Mr. Gaspard (attention Mr. Prentice if B.F.M., attention Miss Slusinger if Russian). In addition to the yellow and green copies referred to in the Style Manual, two white tissue copies will be prepared. The two copies will be filed in accordance with filing requirements for individual letters given above.

Outgoing communications not in reply to an incoming letter shall conform with instructions given for replies.

Letters marked "Information" shall not be listed in the record card file. One copy will be filed in the reference book maintained by Authorities and Procedures Section. One copy will be forwarded to the commodity division for inclusion in the commodity book and notification of interested parties.

H. C. Allen

SPECIMEN LETTER

UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

Do Not Date

(4 spaces below date line)
SECRET AND CONFIDENTIAL
(All Caps)

(4 spaces)
To: British Food Mission (or) Government Purchasing Commission
of the Soviet Union in the U.S.A

(2 spaces)
From: Food Distribution Administration

(2 spaces)
In Reply to: BFM/FDA Letter No. _____, dated ____ (or) GPCSU Letter No. _____
dated _____:

(2 spaces)
Subject: (Insert Subject)

(4 spaces)
Start Letter ----- (Flush with left margin)

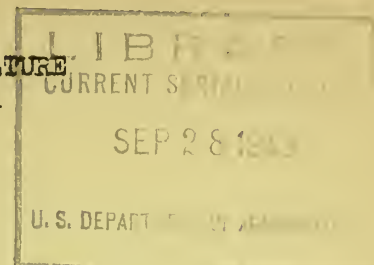
Deputy Director

(On all carbons)
Dictator's Name; Stenographer's Initials (i.e. - JDoe:CC)
Date
For - JBSmith Section or Division (Used only when replying for someone)
Special Commodities Branch, FDA

(NOTE: Copies for BFM and Russian Letters -- Original on FDA Letterhead
and four (4) white tissues)

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.



January 28, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 9

Supplement A (Revision 1)

To: All Divisions and Sections, Special Commodities Branch
From: H. C. Albin, Chief, Special Commodities Branch
Subject: Correspondence with the British Food Mission and the
Government Purchasing Commission of the Soviet Union
in the U.S.A.

In accordance with Administrator's Memorandum No. 15, Supplement
C, the representatives of the Soviet Union shall be addressed as
"The Government Purchasing Commission of the Soviet Union in the
U.S.A." rather than, "The Government Purchasing Commission of the
Soviet Union" as shown on the specimen form attached to Special
Commodities Branch Memorandum No. 9, Supplement A, issued
January 16, 1943.

H. C. Albin

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UNITED STATES DEPARTMENT OF AGRICULTURE
Food Distribution Administration
Washington, D. C.

U.S. DEPT. OF AGRICULTURE
February 3, 1943

SPECIAL COMMODITIES BRANCH MEMORANDUM NO. 9

Supplement A (Revision 2)

To: All Divisions and Sections, Special Commodities Branch

From: H. C. Albin, Chief, Special Commodities Branch

Subject: Correspondence with the British Food Mission and the Government Purchasing Commission of the Soviet Union in the U.S.A.

Special Commodities Branch Memorandum No. 9, Supplement A, on the above subject specifies that memoranda written to Mr. Gaspard in response to letters which refer to commodities handled by more than one Branch shall be prepared for the signature of the Branch Chief. Such memoranda shall, effective immediately, be prepared for approval of the appropriate Division Chief. The routing for approval and clearance of these communications, is not affected by this revision.

H. C. Albin

